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Mike Chamness – Chair  
Illinois Terrorism Task Force

Members

American Public Works Assoc.  
American Red Cross  
Archer-Daniels-Midland  
Associated Fire Fighters of IL  
Central Management Services  
Cities of Bloomington-Normal  
Cities of Champaign-Urbana  
City of Aurora  
City of Chicago  
City of Joliet  
City of Naperville  
City of Peoria  
City of Rockford  
City of Springfield  
Cook County ESDA  
Department of Homeland Security/FEMA-Region V  
DuPage County OEM  
Federal Bureau of Investigation  
Governor's Office  
IL Assoc. of Chiefs of Police  
IL Assoc. of Public Health Administrators  
IL Assoc. of School Boards  
IL Attorney General's Office  
IL College of Emergency Physicians  
IL Coroners Association  
IL Department of Agriculture  
IL Department of Corrections  
IL Department of Military Affairs  
IL Department of Natural Resources  
IL Department of Public Health  
IL Department of Transportation  
IL Education Association  
IL Emergency Management Agency  
IL Emergency Services Management Assoc.  
IL Environmental Protection Agency  
IL Firefighters Association  
IL Fire Chiefs Association  
IL Fire Services Association  
IL Fire Service Institute  
IL Health Care Association  
IL Law Enforcement Alarm System  
IL Law Enforcement Training & Standards Bd.  
IL Municipal League  
IL National Emergency Number Association  
IL Office of The State Fire Marshal  
IL Public Health Mutual Aid System  
IL Security Chiefs Association  
IL Sheriffs Association  
IL State Police  
IL States Attorneys Association  
Kane County ESDA  
Lake County ESDA  
Metro East (St. Clair-Madison)  
Mutual Aid Box Alarm System  
Quad Cities (Moline-E. Moline-Rock Island)  
Regional Superintendents of Schools  
School Crisis Assistance Team  
Secretary of State Police  
U.S. Attorney's Office  
Will County EMA

## ITTF POLICY STATEMENT 2007 (5)

TO: Homeland Security Grant Program (HSGP) and  
Infrastructure Protection Program Grantees

FROM: Mike Chamness, Chair  
Illinois Terrorism Task Force 

DATE: November 1, 2007

SUBJECT: Illinois Terrorism Task Force Policy Statement Regarding  
Training Overtime /Backfill Reimbursement and Volunteer  
Stipend (to supersede ITTF Policy Statement 2007 (4))

### INTRODUCTION

Governor's Executive Order 2003 (17) created the statewide homeland security advisory committee, the Illinois Terrorism Task Force (ITTF). The ITTF is responsible for developing and helping to implement the state's homeland security strategy as an advisory body to the Governor and overseeing the management and administration of the Homeland Security Grant Program. The task force continues to build upon a strong foundation of established working partnerships among its more than 60 members, which represent all public safety agencies and associations and every community in Illinois.

### GENERAL POLICY STATEMENT

This policy statement supersedes ITTF Policy Statement 2007 (4) and applies to the following three documents:

- "Illinois Terrorism Task Force (ITTF) Training Overtime/Backfill Reimbursement Policy for Illinois Statewide Deployable Teams (TRT, HAZMAT, and SRT)"
- "Illinois Terrorism Task Force (ITTF) Training Volunteer Stipend Policy for Illinois Statewide Deployable Teams (TRT, HAZMAT, and SRT)"

Committees

Bioterrorism  
Chicago/Cook County UASI Workgroup  
Communications  
Crisis Response & Prevention  
Elected Officials/Mayors Workgroup  
Emergency Management Workgroup  
Fire Mutual Aid  
Information Technology  
Law Enforcement Mutual Aid  
Private Sector  
Public Information  
Science & Technology  
Training  
Transportation  
Volunteers & Donations

- *"Illinois Terrorism Task Force (ITTF) Training Overtime/Backfill Reimbursement and Volunteer Stipend Claims Process for Illinois Statewide Deployable Teams (TRT, HAZMAT and SRT)"*

It is the policy of the ITTF to reimburse career, on-call and volunteer personnel and/or to pay a stipend for volunteers who are listed on the Illinois Statewide Deployable Team roster and who satisfactorily complete a course of study through an approved institution or provider that meets the course curriculum requirements of the ITTF Training Committee. Eligibility for reimbursements or stipends must be in accordance with the documents titled *"Illinois Terrorism Task Force (ITTF) Training Overtime/Backfill Reimbursement Policy For Illinois Statewide Deployable Teams (TRT, HAZMAT, and SRT)"* and *"Illinois Terrorism Task Force (ITTF) Training Volunteer Stipend Policy For Illinois Statewide Deployable Teams (TRT, HAZMAT, and SRT)."*

### **Eligibility**

Reimbursement and Volunteer Stipend may only be requested by and paid to the individual's employing or sponsoring department. Submission of a Reimbursement or Volunteer Stipend claim on an individual by a sponsoring department confirms that an employment relationship exists between the individual and the department and places the burden for employment-related tax, benefit and recordkeeping with that department, not with the ITTF.

Only those career, on-call, and volunteer personnel listed on the Illinois Statewide Deployable Team roster on file with the Illinois Fire Service Institute (IFSI) and/or Illinois Law Enforcement Alarm System (ILEAS) at least 6 weeks prior to the start of the course are eligible to receive Reimbursement or Volunteer Stipend.

To be eligible for any form of personnel time Reimbursements, the individual's employing department must have experienced an actual cost beyond normal operations personnel expenses. Qualified expenses may include overtime, backfill or loss of salary/compensation by the individual attending the training.

Reimbursement or Volunteer Stipend consideration to attend a training or certification class will only be approved for ITTF-recognized requirements associated with Illinois Statewide Deployable Teams (Objective #4 of the ITTF Training Committee Strategic Plan) and/or ITTF-mandated training. Reimbursement for other training courses to attain or maintain certification or skills may be authorized based upon the pre-approval of the ITTF Training Committee.

All coursework must be through an approved institution or provider who meets the course curriculum requirements of the ITTF Training Committee and consistent with the mission statement of the DHS, Office of Grants and Training.



### **Claims Process for Reimbursements and Stipends**

Claims shall be submitted in accordance with the document titled "*Illinois Terrorism Task Force (ITTF) Training Overtime/Backfill Reimbursement and Volunteer Stipend Claims Process for Illinois Statewide Deployable Teams (TRT, HAZMAT and SRT).*"

All Reimbursement and Stipend requests must be received by the ITTF office, located at 2200 South Dirksen Parkway, Springfield, Illinois, within 60 days of the completion of the course.

Reimbursement or Volunteer Stipend requests for career, on-call, and volunteer personnel must be submitted on the "Training Reimbursement Request Form" or the "Stipend Request Form" to the ITTF or other designated organization. Only an original version of the form with signature from the department head or certifying official will be accepted. Requests for Reimbursement or Volunteer Stipend must be accompanied by a letter on department letterhead signed by the department head or certifying officer verifying the actual wages that were paid to each of the individuals for whom the department is requesting Reimbursement or Volunteer Stipend. Reimbursement or Stipend requests for law enforcement shall be submitted through ILEAS using the established ILEAS on-line system.

### **Effective Date of Policy**

This policy is effective as of November 1, 2007.